



Combined Air Emissions Reporting System (CAERS) Training for Preparers and Certifiers *3/23/2022*

Goal of Training

Provide CAERS users with an understanding of:

- What is CAERS?
- User Roles
- System Requirements
- TRI-bound HAPS Data
- Timing of Submissions
- Registration Process
- Highlights of CAERS Features – Live Demo
- Help and Resources – Live Demo

A copy of this power point presentation will be available for distribution after the training.

Disclaimer

This training is intended for instructional purposes only. Any data or facility information shown in the training, is illustrative only, and should not be confused with a facility's live report for any given inventory year.



Combined Air Emissions Reporting System (CAERS)

Welcome to CAERS

for

Preparers and Certifiers

03/23/2022

What is CAERS?

Combined Air Emissions Reporting System (CAERS): an application that allows industry from subscribed State, Local, or Tribal authorities (or SLTs) to report their air emissions so you can:

- Meet SLT-specific air emissions reporting requirements
- Report annually or triennially to Air Emissions Reporting Rule (AERR per 40 Code of Federal Regulations or CFR, Part 51) via your SLT.
- Optionally, get a head start on Toxics Release Inventory (TRI) air toxics emissions (per 40 CFR, Part 372), to be finished in TRI-MEweb

You should check with your SLT to determine if you meet the criteria. Facilities reporting to Georgia Department of Natural Resources (GADNR) will follow the additional opt-in process in CAERS.

CAER User Roles - Preparer

Is authorized to prepare an emissions report for that facility (e.g., consultant, staff person working for the facility).



- There may be more than one preparer for a facility (each with an account associated with the facility). If submitting HAPs data for TRI within CAERS, this could include the TRI preparer.
- There may be a single preparer for more than one facility (with an account associated with several facilities).
- A preparer cannot fulfill the same role as the Certifier, not authorized to certify and submit the report on behalf of the facility.

CDX Central Data Exchange

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Services

[Manage](#)

Status	Program Service Name	Role
	CAER: Combined Air Emissions Reporting	NEI Certifier
	CAER: Combined Air Emissions Reporting	Preparer

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

[Add Program Service](#)[Manage Your Program Services](#)

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CAERS User Roles - Certifier

Can prepare the emissions report and is also authorized to certify the emissions report to meet your legal obligation for reporting to your SLT.

- There may be only *one* Certifier for a facility.
- There may be a single Certifier for more than one facility (multiple facilities associated with the certifier account).
- The Certifier can also be the preparer (only one CAERS account needed).



Total toxics air emissions are made available for TRI-MEweb once the facility has certified the report in CAERS. Certification of the report signals to CAERS that the report is complete, but it is not a certification of the TRI submission. Toxics air data is certified in TRI-MEweb, not CAERS.

CDX Central Data Exchange

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Services

[Manage](#)

Status	Program Service Name	Role
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Establishing Preparer/Certifier Roles

Each SLT has its own process with its reporting facilities to establish who is preparer/certifier. If you have not heard from your SLT about this already, or if you are new and missed the relevant communication from them, you should reach out to them directly to the POC information listed at the end of this presentation. *Don't try to register in CDX until you've communicated with your SLT, to avoid further delays.*



What if I don't know who will certify yet? You will be able to begin the report, but you won't be able to send it to your SLT for review. As soon as you know who your certifier will be, let your SLT know, and then the new certifier should go to CDX to register.



What if our preparer or certifier leaves the company? Let your SLT know of the staff change. Then the new staff person should register in CDX per the above steps. The SLT will remove the old preparer/certifier in CAERS and your new staff should reach out to the SLT if the old preparer/certifier has not been removed within a reasonable amount of time.

Reporters to GADNR Only

For Georgia reporters only, every CAERS preparer/NEI certifier will be checked against info at GECO EI. If they are not matched, then a Georgia Reviewer will reach out to the facility to resolve the discrepancy. Otherwise, Georgia reviewer will remove the unmatched CAERS users from CAERS.

System Requirements

To use CAERS, you will need:

- A recent version of any internet browser such as Chrome, Explorer, Edge, or Firefox. Your internet connectivity will determine how fast data can be uploaded.
- Microsoft Excel: Bulk uploads will be in “XLSX”.

For JSON upload instructions send an email to caer@epa.gov with your facility name and ID. Our CAER IT staff will be able to provide guidance.

TRI – bound HAPs Data

Optional HAPS/air toxics data entry in CAERS. CAERS adds data up to the facility totals, ready for pre-population in TRI-MEweb.

If not required by your SLT:

- SLT review of reported HAPS/air toxics air emissions not required
- Submission of HAPS/air toxics through CAERS.

How does this help facilities?

- Enter data into CAERS directly vs. separate workbooks for calculations then entered to TRI-MEweb.
- SLT review of your criteria pollutant data *before* your data gets to TRI-MEweb gives you the opportunity to correct any related toxics data before it is available in TRI-MEweb.
 - E.g., SLT finds throughput error for a unit/process affecting CO and NOX, that is also affecting your VOC calculations. As you correct that throughput, all affected emissions are corrected.
- We are encouraging facilities to submit HAPS data at process level in CAERS.
 - If HAPS aren't reported, EPA does HAP augmentation on your data which could be inaccurate.
 - By submitting their own HAPs emissions at process level in CAERS, facilities take ownership of their data.

Timing of Submissions

- TRI-MEweb is July 1st
 - NEI/TRI facilities should certify their NEI forms *before* you start a TRI-MEweb submission because data is pushed from CAERS to TRI-MEweb.
 - Early data submittal and SLT review allows us to keep data consistent across NEI and TRI programs.
- SLT deadline for submissions of Annual or Triennial reports.
 - Per your SLT deadline.
- Leave time for questions and resolution of issues and in case we need to address bugs.

Registrations: Include or delete registered Preparers and Certifiers **no later than two weeks after opening CAERS.**

Reporting: Start no later than **one month before** and **submit no less than 2 weeks before** the SLT deadline.

We want to avoid last minute submissions. Submit your data early!

Registration Process

Three major steps:

1. Register in CDX, if you are new to CDX (get access email)
2. Set up CAERS in CDX (if you did not report previously through CAERS)
3. Your SLT recognizes you and grants you entry to your facility in CAERS

1. Register in CDX

★ If you already have a CDX account, you have already completed this part of the process and can move to “Step 2. Set up CAERS in CDX”. You may be able to use the same Electronic Signature Agreement (ESA) in CDX that you use for other programs/systems in CDX. You may need additional ESAs for additional organizations you are associated with. You should reach out to the CDX help desk if you have questions about this.

Reporters to GADNR, even if you have a CDX account, you must register in GECO per slide 10.

Go to: <https://cdx.epa.gov/>

CDX Home | Central Data Exchange x +

cdx.epa.gov

vmt us slow down f... The Emissions Mod... www.gpo.gov/fdsys... Zmud "The effects... New Tab (312 unread) - jaga... eCFR — Code of Fe... Subpart W Technica... US EPA U.S. Greenhouse Ga... US EPA Natural Gas and Pet...

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

☐ Show Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil,



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The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;



I am this registrant. I will not share my account, and I accept the terms and conditions, above.

[Proceed](#)[Cancel](#)

2. Set up CAERS in CDX

Edit Account Profile

[✉ Contact Us](#)Logged in as JSMITH [\(Log out\)](#)[1. Program Service](#)[2. Role Access](#)[3. Organization Information](#)

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ARCS: Aircraft Reporting and Compliance System

BaSR: Bunker at Sea

CAER: Combined Air Emissions Reporting

CDRS: Consent Decree Reporting System

CEDRI: Compliance and Emissions Data Reporting Interface

CSPP: Submissions for Chemical Safety and Pesticide Programs

eDisclosure: Voluntary Disclosure System



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Core CDX Registration

[✉ Contact Us](#)[1. Program Service](#)[2. Role Access](#)[3. User and Organization](#)[4. Confirmation](#)

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

CAER: Combined Air Emissions Reporting


[Cancel](#)

CDX Central Data Exchange

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Logged in as JSMITH [\(Log out\)](#)

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#) [E-Enterprise Portal](#)

Services 			
<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>	

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

[Add Program Service](#)

[Manage Your Program Services](#)

Already have a CDX account? Add CAERS by clicking here.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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CDX Edit Account Profile

[Contact Us](#)Logged in as: JSMITH [\(Log out\)](#)

1. Program Service ✓

2. Role Access

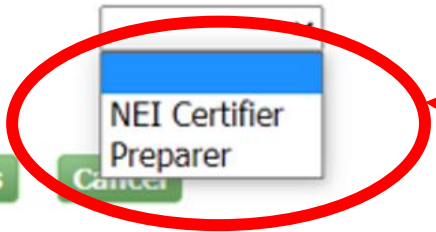
3. Organization Information

Registration Information


Program Service	Combined Air Emissions Reporting
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

[Request Role Access](#)[Cancel](#)

NEI Certifier
Preparer



If you are both preparer and certifier for a facility, you only need to select "Certifier".

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	<input type="text" value="jdoe.registration"/>
Title *	<input type="text" value="Mr"/> ▼
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text" value="P"/>
Last Name *	<input type="text" value="Doe"/>
Suffix	<input type="text" value="-Please Select-"/> ▼
Password *	<input type="password" value="••••••••"/>
Re-type Password *	<input type="password" value="••••••••"/>
Security Question 1 *	<input type="text" value="What was your childhood nickname?"/> ▼
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="What school did you attend for sixth grade?"/> ▼
Security Answer 2 *	<input type="text"/>

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
21947	CGI TEST	12601 FAIRLAKES PKWY	FAIRFAX	VI	22033

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Part 2: Organization Info

CGI TEST

12601 FAIRLAKES PKWY

FAIRFAX, VI, US

22033

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

You will get an email. Check your email and spam folder. You need the code in that email for the next set of steps.

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access



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CDX Confirmation

1. Program Service ✓

2. Role Access ✓

3. User and Organization ✓

4. Confirmation

A few more steps...

You will soon receive an email confirmation message at [joshua.martin@cgifederal.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: JDOE.REGISTRATION2

Code:



Remember that email? Enter the code contained in that email here.

Create Account

Return to CDX Home

CDX Registration: LexisNexis

[✉ Contact Us](#)Logged in as JDOE.REGISTRATION2 ([Log out](#))[1. Identity Verification](#)[2. ESA](#)

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name

Home Address

Home Address

538 Cajundome Blvd

Address Line 2

Lafayette

Louisiana

70506

Home or Personal Phone

(337) 777-7777

Date of Birth

Month*



Day*



Year*



Last 4 of SSN

....



Show SSN



The name above is me. Please proceed with LexisNexis® Validation.

Proceed with Verification

[Paper Verification](#) [Exit](#)

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CDX Registration: Additional Verification

1. Identity Verification✓

2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

What is your favorite TV show?	▼	show
What is your favorite vacation destination?	▼	destination
Where did you first meet your spouse?	▼	spouse
What is your favorite book?	▼	book
What is your favorite pet's name?	▼	name

Save Answers

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

penalties for submitting false information, including the possibility of fine and imprisonment.

(13) **Agree to protect the electronic signature credential**, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(14) **Agree to immediately contact the U.S. EPA CDX Help Desk** after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromise or used inconsistent with CDX Terms and Conditions at <https://cdx.epa.gov/terms>

Name of electronic signature holder:

Mr Joshua Martin

Signature:

Date:

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

U.S. Environmental Protection Agency

Sign Electronically

[Cancel](#)

eSignature Widget



1. Authentication

Log into CDX

User:

JOSMARTIPREREGISTER

Password:

Show Password ☐

Login

CDX Central Data Exchange

 [Contact Us](#)

Logged in as

JSMITHSHRINGTIN

[\(Log out\)](#)

MyCDX

[Inbox](#)


[My Profile](#)

[Submission History](#)

[Payment History](#)

[E-Enterprise Portal](#)

Services Manage

Status	Program Service Name	Role
	CAER: Combined Air Emissions Reporting	NEI Certifier

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

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CDX Edit Account Profile

[✉ Contact Us](#)Logged in as JULIAGAMAS ([Log out](#))

1. Program Service ✓

2. Role Access

3. Organization Information

Registration Information

Program Service Combined Air Emissions Reporting**Role** Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role[Request Role Access](#)[Cancel](#)

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3. Receive Approval Notification from CAERS

With the previous steps completed your SLT will:

- Verify that your preparer and certifier contact information.
 - **GADNR** reporter information will be compared with user information in GECO.
- Approve your association with the correct facility(ies) in CAERS.
- Send you a confirmation email – then you will be ready to begin reporting.

My Facilities

[Request Access to a New Facility](#)

Agency ID: 99999999
Facility Inc.
123 Main Street
Mytown, GA 12345
Agency: GADNR

[Begin / Continue Reporting](#)

Agency ID: 12100364
Ford Motor Company
340 Henry Ford II Ave
Atlanta, GA 30354
Agency: GADNR

[Begin / Continue Reporting](#)

My Notifications

GADNR Announcement:

Georgia 2021 EI is due on June 30, 2022.

From this point, all facilities reporting to GADNR will go through the opt in process to be in the demo. Facilities not reporting to GADNR will start their reports. Aside from the live demo, please consult the User Guide for additional information.

Questions so Far?

Highlights of CAERS Features

- Familiarize you with CAERS features but not exhaustive
- Detailed trainings on specific aspects of CAERS are forthcoming
- Go to the User Guide for more information (will be updated for March release)

Highlights of CAERS Features

- **Three options for data entry:**
 - User interface

CAERS Main Report Page

[My Facilities](#) > [Emissions Reports](#) > 2019 Emissions Report

[Help](#)

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

[Report Summary](#) <

[Report History](#)

[Quality Checks](#)

[Data Bulk Entry](#)

▼ [Facility Inventory](#)

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼ [Emissions Inventory](#)

► F1A

► F1B

► PI01

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

[Download Report](#)

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------

CAERS Emissions Unit Information Page

[My Facilities](#) > [Emissions Reports](#) > 2019 Emissions Report

[Help](#)

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority



Approved by SLT Authority

Emissions Unit Information

Edit

Unit ID:	F1A	Unit Type Code:	Boiler	Unit Status:	Operating
Unit Description:	Boiler for Test			Unit Status Year:	2014
Unit Design Capacity:	202	Unit Design Capacity	E6BTU/HR	UoM Description:	MILLION BTU PER HOUR
		UoM:			
Comments:					

Processes Associated with this Emissions Unit

Process ID	SCC	
1	10300601	
		

Controls Associated with this Emissions Unit

Control	Description	Control Path
---------	-------------	--------------

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

▶ F1A <

▶ F1B

▶ PI01

CAERS Emissions Unit Information Edit Page

[My Facilities](#) > [Emissions Reports](#) > 2019 Emissions Report

[Help](#)

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

▶ F1A ◀

▶ F1B

▶ PI01

Emissions Unit Information

Unit ID:

F1A

Unit Status:

Operating

Unit Type Code:

Boiler

Unit Status Year:

2014

Unit Description:

Boiler for Test

Unit Design Capacity:

202

Unit Design Capacity UoM:

E6BTU/HR

Comments:

Cancel

Save

Processes Associated with this Emissions Unit

Controls Associated with this Emissions Unit

CAERS Drop Down Menu Example

The screenshot displays the CAERS web application interface. A browser window shows the URL `n.epacdxnode.net/cef-web/#/facility/2548311/report/256/emission`. The page header includes the text "Emissions Mod..." and "www.gpo.gov/fdsys...". The main navigation bar shows "ns Reports" and "2019 Emissions Report". The user is logged in as "Preparer- JSMITH" with a "Logout" link. The page title is "Report Facility & Emissions Information". A progress bar indicates the current step is "Unit to SLT Authority". The form contains the following fields:

- Unit ID:** (empty)
- Unit Type Code:** (dropdown menu showing "Boiler")
- Unit Description:** (text input field containing "Boiler for Test")
- Unit Design Capacity:** (text input field containing "202")
- Comments:** (text area)
- Unit Status:** (dropdown menu showing "Operating")
- Unit Status Year:** (text input field containing "2014")
- Unit Design Capacity UoM:** (dropdown menu showing "E6BTU/HR")

At the bottom right, there are "Cancel" and "Save" buttons. A drop-down menu is open, listing various unit types, with "Boiler" selected.

Unit Types List:

- Aerated Grit Chamber
- Aeration Basin
- Agricultural Fiber Board Press
- Air Gas Furnace
- Anaerobic Digester
- Atmospheric Refiner
- Batch Digester
- Belt Filter Press
- Black Liquor Oxidation System
- Black Liquor Storage
- Bleach Storage
- Bleaching and Extraction Tower
- Blend Chest
- Boiler**
- Bottoms Receiver Vessel
- Brown Stock Refiner
- Calciner
- Chemical Reactor
- Chemical Recovery Combustion Unit

CAERS On-screen Quality Assurance Checks

Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

▶ F1A

▶ F1B

▶ PI01 ◀

▶ VP01

▶ VP02

▶ VP02A

▶ VP02B

▶ VP02C

▶ VP02D

▶ VP02E

▶ VP02F

Emissions Unit Information

❓ Unit ID:

PI01

❓ Unit Type Code:

Boiler

❓ Unit Status:

Operating

❓ Unit Status Year:

❓ Unit Description:

Alternative fuels power island

❓ Unit Design Capacity:

380

❓ Unit Design Capacity UoM:

E6BTU/HR




Comments:

Status Year must be entered when creating a new unit or updating the unit's operating status. If shutdown (temporary or permanent), enter a year greater than the last year of reported emissions for this unit.

Cancel

Save

Processes Associated with this Emissions Unit

Process ID	SCC	
NOX	10200912	
SO2	10200912	
		

Controls Associated with this Emissions Unit

Control	Description	Control Path
---------	-------------	--------------

CAERS Search Pop-Up Window

My Facilities > Emissions Reports > 2019 Emissions Report Help

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary
Report History
Quality Checks
Data Bulk Entry
▼ Facility Inventory
Facility Information
Emissions Units
Release Points
Control Devices
Control Paths
▼ Emissions Inventory
► F1A
► F1B
► PI01

Process Description:

Process Status Year:

SCC: 10300601 Search for Source Classification Code

SCC Description: External Combustion Boilers > Commercial/Institutional > Natural Gas > > 100 Million BTU/hr

Comments:

Cancel Save

Select a Source Classification Code

Search for an SCC Code by any of the SCC Levels: 1, 2, 3, or 4, Text, Code Number, Short Name, or Description. You can do a more extensive search at: <https://ofmpub.epa.gov/sccwebservices/sccsearch/>

Search

Cancel

Highlights of CAERS Features

- **Three options for data entry:**
 - User interface
 - **Bulk entry**

CAERS Throughput Bulk Entry

Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry <

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

▶ F1A

▶ F1B

▶ PI01

▶ VP01

▶ VP02

▶ VP02A

▶ VP02B

▶ VP02C

▶ VP02D

▶ VP02E

▶ VP02F

Data Bulk Entry

Process Information

Emission Information

Unit ID	Process ID	Throughput Material	Throughput Value		Previously Reported Throughput Value	% Change in Throughput
PI01 ?	NOX	Wood Waste	123.56	E3TON	123.56 E3TON	0.000
VP01 ?	NOX1	Item	315435	E6BTU	315435 E6BTU	0.000
VP02 ?	VOC1	Paper	357918	TON	357918 TON	0.000
VP04 ?	PSS	Natural Gas	137771	E6BTU	137771 E6BTU	0.000

Save and Update

CAERS Total Emissions Bulk Entry

Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry <

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

► F1A

► F1B

► PI01

► VP01

► VP02

► VP02A

► VP02B

► VP02C

► VP02D

► VP02E

► VP02F

Data Bulk Entry

Process Information

Emission Information

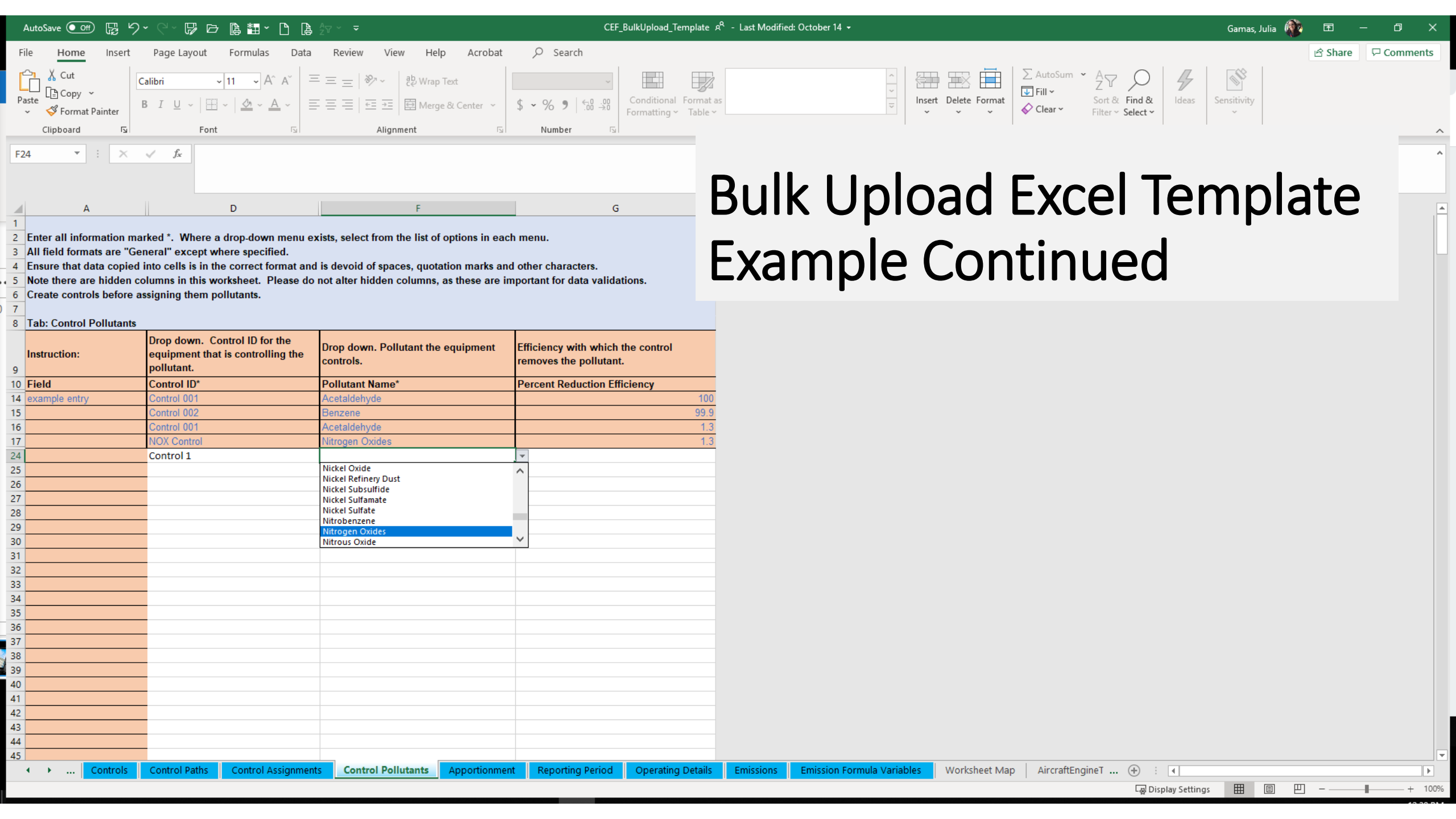
Unit ID	Process ID	Pollutant	Calculation Method	Emission Factor	Total Emissions	Previously Reported Total Emissions	% Change in Emissions
PI01 ?	NOX ?	Nitrogen Oxides	Continuous Emission Monitoring System		72.107 TON	72.107 TON	0.000
		Sulfur Dioxide	Continuous Emission Monitoring System		12.781 TON	12.781 TON	0.000
		Volatile Organic Compounds	Stack Test (no Control Efficiency used)		100 TON	5.5151 TON	1713.204
VP01 ?	NOX1 ?	Nitrogen Oxides	Continuous Emission Monitoring System		16.996 TON	16.996 TON	0.000
		Sulfur Dioxide	Continuous Emission Monitoring System		0.1005 TON	0.1005 TON	0.000
		Volatile Organic Compounds	USEPA Emission Factor (no Control Efficiency used)	5.5 LB/E6FT3	0.0152 TON	0.0152 TON	0.000
VP02 ?	VOC1 ?	Volatile Organic Compounds	Emission Factor based on data available peer reviewed literature	0.23 LB/TON	41.16 TON	41.16 TON	0.000

Save and Update

Highlights of CAERS Features

- **Three options for data entry:**
 - User interface
 - Bulk entry
 - **Bulk upload**
 - Via preformatted
 - Via JSON upload (email caer@epa.gov with questions)

Bulk Upload Excel Template Example



Bulk Upload Excel Template Example Continued

1				
2	Enter all information marked *. Where a drop-down menu exists, select from the list of options in each menu.			
3	All field formats are "General" except where specified.			
4	Ensure that data copied into cells is in the correct format and is devoid of spaces, quotation marks and other characters.			
5	Note there are hidden columns in this worksheet. Please do not alter hidden columns, as these are important for data validations.			
6	Create controls before assigning them pollutants.			
7				
8	Tab: Control Pollutants			
9	Instruction:	Drop down. Control ID for the equipment that is controlling the pollutant.	Drop down. Pollutant the equipment controls.	Efficiency with which the control removes the pollutant.
10	Field	Control ID*	Pollutant Name*	Percent Reduction Efficiency
14	example entry	Control 001	Acetaldehyde	100
15		Control 002	Benzene	99.9
16		Control 001	Acetaldehyde	1.3
17		NOX Control	Nitrogen Oxides	1.3
24		Control 1		
25			Nickel Oxide	
26			Nickel Refinery Dust	
27			Nickel Subsulfide	
28			Nickel Sulfamate	
29			Nickel Sulfate	
30			Nitrobenzene	
31			Nitrogen Oxides	
32			Nitrous Oxide	
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				

Highlights of CAERS Features

- Three Options for Data Entry
- **Previous Year Data**

CAERS Emissions Reports Page

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Emissions Reports	
2019 Report	Upload Report Create New Report
2018 Report	View Download as Template Delete

Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- **Bulk Download into Pre-formatted Excel Template**

CAERS Emissions Reports Prepopulated Template Download

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Emissions Reports	
2019 Report	Upload Report Continue Download as Template Delete
2017 Report	Upload Report Continue Download as Template Delete

Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- **File Attachments**

CAERS Document Attachment Page

[Report Summary](#) <

[Report History](#)

[Quality Checks](#)

[Data Bulk Entry](#)

▼ [Facility Inventory](#)

[Facility Information](#)

[Emissions Units](#)

[Release Points](#)

[Control Devices](#)

[Control Paths](#)

▼ [Emissions Inventory](#)

▶ [F1A](#)

▶ [F1B](#)

▶ [PI01](#)

▶ [VP01](#)

▶ [VP02](#)

▶ [VP02A](#)

▶ [VP02B](#)

▶ [VP02C](#)

▶ [VP02D](#)

▶ [VP02E](#)

▶ [VP02F](#)

▶ [VP04](#)

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

[Download Report](#)

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------

[Attach Report Document](#)

[Run Quality Checks](#)

Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- **Report History & Log**

CAERS Report History Page

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Reporet
Agency: GA

Report Summary

Report History <

Quality Checks

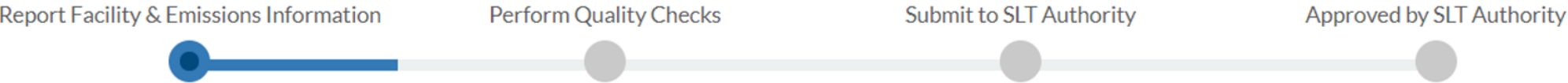
Data Bulk Entry

▼Facility Inventory

- Facility Information
- Emissions Units
- Release Points
- Control Devices
- Control Paths

▼Emissions Inventory

- F1A
- F1B



Report History

Date	User ID	User Name	Action	Comments	Attachments
3/30/20	- BRUNDAGE.KEVIN	Kevin Brundage	Created New		
9/18/20	Preparer - JULIAGAMAS	Julia Gamas	Uploaded Attachment		Bios.docx
9/18/20	Preparer - JULIAGAMAS	Julia Gamas	Attachment Deleted	"Bios.docx" was deleted.	

CAERS Report Log Page

[My Facilities](#) > [Emissions Reports](#) > Report Changes

[⚠ CBI Disclaimer](#) [Help](#)

Agency ID: 99999999
Facility Inc.
123 Main Street
Mytown, GA 12345
2021 Emissions Report
Agency: GADNR

Report Summary

Report History

Quality Checks

Report Creation Log ◀

Data Bulk Entry

▼ Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼ Emissions Inventory

B201

Report Facility & Emissions Information



Perform Quality Checks



Submit to SLT Authority



Approved by SLT Authority



Report Creation Log

1. [Facility Site](#) - NAICS code 311111 was removed.

Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- Report History & Log
- **Report Summary Download**

Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information
Emissions Units
Release Points
Control Devices
Control Paths

▼Emissions Inventory

► F1A
► F1B
► PI01
► VP01
► VP02
► VP02A
► VP02B
► VP02C

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

Download Report

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------

Attach Report Document

CAERS Example Summary Report

[illegible]

Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- Report History & Log
- Report Summary Download
- **Toxics Air Emissions Calculated and Added for TRI-MEweb**

TRI-MEweb Page for Use of CAERS Data

The screenshot shows the TRI-MEweb interface with a pop-up window titled "NEI Data Available". The background interface includes a top navigation bar with "Submission History" and "Help", and a left sidebar with "5: On-site Releases" and "6: Off-site Releases". The main content area shows "Personal Reporting Help?" and "Enter data using detailed worksheet". The pop-up window contains the following text:

We have detected that your facility has filed a National Emission Inventory (NEI) report in CY 2019. The data below represents the most recent NEI data submitted in last three year. Click **Yes** to copy your NEI Point and Non-point source emission data into Section 5.1 and 5.2 on your TRI form R.

NEI Submission Calendar Year: 2019
NEI Submission Status: SUBMITTED
NEI Submission Certification Date: 01/21/2020
Facility Name Reporting to NEI: Texpar Energy LLC
EPA Registry ID : 110002102368
TRI Facility ID (TRIFID): 31717TXPRN268IN
Non-Point Source release amount reported in CY 2019 to NEI (lbs): 0
Point Source release amount reported in CY 2019 to NEI (lbs): 6,992

At the bottom of the pop-up window, there are three buttons:

- Yes, copy my CY 2019 NEI emission data into Section 5.1 (Fugitive or Non-Point Air Emissions) and 5.2 (Stack or Point Air Emissions)**
- No, I will report a different amount to TRI in Section 5.1 and 5.2**
- No, this is not my facility, therefore, will not use these amounts in Section 5.1 and 5.2**

The background interface also shows a "Numeric Basis" section with a question mark icon, and a table with "or" and "Select a Range Code" dropdown menus.

Help and Resources

- User Guide and Training Videos (Forthcoming):
<https://www.epa.gov/e-enterprise/e-enterprise-combined-air-emissions-reporting-caer>
- Help from within CAERS

CAERS Help Resources Page

[My Facilities](#)

[Help](#)

Help Resources

Application Support

The Combined Air Emissions Reporting Form User Guide and Glossary will provide instructions and terminology necessary to navigate through the application from registration to report submission.

- [Combined Air Emissions Reporting Form User Guide](#)
- [Combined Air Emissions Reporting Form Glossary](#)

CDX Helpdesk Support

By Telephone: Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST/EDT) . Call our toll-free line at 888-890-1995 or our direct line at 970-494-5500 for International callers.

By E-mail: Send e-mail to Technical Support at helpdesk@epacdx.net.

By Live Chat: [Chat with the CDX Help Desk](#) to answer your questions.

Program Support

Note: Questions related specifically to emissions reporting and facility data should be referred to your SLT Authority.

- GA DNR: Emissions.Inventory@dnr.ga.gov

Additional Resources

- [State Emission Factor Compendium](#)
- [General Energy Conversions](#)

This help page will be updated soon, as the SLT compendium and emission factor updates are now provided to the user in CAERS.

Help from CDX Help Desk

For CDX questions such as:

- Can't login/Password resets
- Repudiation

For CAERS application questions such as:

- Unexplained errors while using the CAERS application
- How to enter a specific piece of data
- How to navigate from one screen to another

CDX Help Desk:

- **Phone:** Person-to-person telephone support from 8:00 am to 6:00 pm (EST/EDT). Call our toll-free line at 888-890-1995 or our direct line at (970) 494-5500 for International callers.
- **E-mail:** Technical Support at helpdesk@epacdx.net

Program Questions

For program questions such as:

- What data to use to fix critical errors that appear in red.
- Selecting an appropriate SCC and/or emission factor.
- Finding out the unit capacity measure of a unit.
- The appropriateness of a calculation method for the emission being estimated.

POCS:

- Georgia Department of Natural Resources (GADNR): Emissions.Inventory@dnr.ga.gov
- Lincoln Lancaster, NE County Health Department (LLCHD): [Gary Bergstrom, gbergstrom@lincoln.ne.gov](mailto:gbergstrom@lincoln.ne.gov)
- Pima, AZ Department of Environmental Quality (PDEQ): [Janice Easley, Janice.easley@pima.gov](mailto:Janice.Easley@pima.gov)
- Rhode Island Department of Environmental Management (RIDEM): Alexi.Mangili@dem.ri.gov
- Washington, D.C. Department of Energy & Environment (DOEE): air.quality@dc.gov

Want to make CAERS better?

Please help us make CAERS better by sending us feedback to caers@epa.gov. Help us prioritize upcoming features and functionality.

To make your reporting easier:

- What else should CAERS be able to do?
- What data elements should CAERS collect to send to other SLT and EPA air programs?
- How should CAERS do this?
- How should CAERS *not* do this?

Questions